



**YOUTHFUL OFFENDER
PAROLE BOARD REPRESENTATIVE**
Final Filing Date: June 11, 2009

OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:

DEPARTMENT OF CORRECTIONS AND REHABILITATION

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit Examination Application (Std. Form 678)

By mail with: or **In person with:**
Department of Corrections and Rehabilitation **Department of Corrections and Rehabilitation**
Office of Selection Services **Office of Selection Services**
P.O. Box 942883 **1515 "S" Street, Room 522-N**
Sacramento, CA 94283-0001 **Sacramento, CA 95811-7243**
(916) 322-2545 **(916) 322-2545**

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Office of Selection Services.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS **June 11, 2009**, is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the final filing date.

TEST DATE It is anticipated that Qualifications Appraisal Interviews will be held during **September/October 2009**.

SALARY RANGE(S) **As of: January 10, 2009**
\$7554 - \$8332

MINIMUM QUALIFICATIONS **Either I**

In California state service either:

1. One year of experience in the correctional field performing duties at or above the level of responsibility of a Youth Authority Administrator, Rehabilitation Services or Community and Staff Services; **or**
2. Two years of experience in the correctional field performing custody, classification, casework, treatment, or parole duties at or above a level of responsibility equivalent to a Program Administrator, Correctional School; **or**
3. Three years of experience in the correctional field performing custody, classification, casework, treatment, or parole duties at or above a level of responsibility equivalent to a Parole Agent III, Youth Authority; **or**
4. Three years of experience performing the duties of a Board Coordinating Parole Agent, Youthful Offender Parole Board; **or**
5. Three years of experience at a level of responsibility equivalent to a Treatment Team Supervisor, one year of which shall have been performing duties as the primary fact finder for the facility's Disciplinary Decision Making System.

Or II

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for up to four years of the required education on a year-for-year basis.) **and**

Either I

1. Three years of administrative or supervisory experience in a probation department, or under the County Parole Board, in a class in the probation series above the first full supervisory level; or three years of experience as a juvenile court referee; **or**
2. One year of experience in the capacity of a hearing officer conducting quasi-judicial administrative hearings in the correctional field which included reviewing case material, evaluating testimony and making decisions concerned with the disposition of the case. (Experience in the California state service applied toward this requirement must be in a class at or above the level of a Youth Authority Administrator, Rehabilitation Services or Community and Staff Services.

Special Personal Characteristics: Understanding of and demonstrated interest in the rehabilitation of youthful offenders; demonstrated understanding of and concern for the aims and policies of the Youthful Offender Parole Board; willingness to travel throughout the State; willingness to work long hours; tact, high moral standards, patience, and emotional stability.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

EXAMINATION PLAN	<p>This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</p> <p style="text-align: center;">Qualifications Appraisal -- Weighted 100.00%</p> <p>Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">1. Youth Authority Act, Welfare and Institutions Code and Penal Code2. Policies and rules of the Youthful Offender Parole Board and agreements of the Department of Corrections and Rehabilitation (CDCR) pertaining to acceptance, rejection, classification, assignment, transfer, and parole of persons committed to CDCR3. Principles, techniques, and trends in rehabilitation, parole and social casework as related to youthful offenders4. Functions and procedures of the court system of the State of California and law enforcement agencies as related to youthful offenders5. Employment conditions and opportunities in California and facilities available for instruction and training of paroled youths <p>B. Ability to:</p> <ol style="list-style-type: none">1. Interpret and apply provisions of the Youth Authority Act, Welfare and Institutions Code, and Penal Code2. Interpret and apply policies, rules and agreements of CDCR pertaining to acceptance, rejection, classification, assignment, transfer and parole of persons committed to CDCR3. Evaluate sociological, psychological, psychiatric and vocational findings and recommendations4. Extract from case records pertinent facts and data and present them in a clear, concise manner5. Establish and maintain cooperative working relationships with private and community agencies, officials and staff members6. Analyze situations and take effective action7. Gather, record and evaluate pertinent and meaningful statistics and reports8. Communicate effectively
------------------	--

ELIGIBLE LIST INFORMATION	<p>The resulting eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation.</p> <p>The list(s) will be abolished 12 months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.</p>
---------------------------	---

POSITION DESCRIPTION AND LOCATION(S)	<p>A Youthful Offender Parole Board Representative, under general direction, as a case hearing representative of the Youthful Offender Parole Board, reviews case material, conducts hearings and makes case decisions on the classification, assignment, transfer, parole, conditions of parole and violations of parole for youthful offenders committed to the Department of Corrections and Rehabilitation; when serving as Chairperson's Representative in lieu of a member of the Youthful Offender Parole Board, participates as a full Board member in hearings and resulting decisions; and performs other related work.</p> <p>Position(s) exist with the Department of Corrections and Rehabilitation in Sacramento only.</p>
--------------------------------------	---

SPECIAL TESTING ARRANGEMENTS	<p>If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.</p>
------------------------------	--

VETERANS POINTS/ CAREER CREDITS	<p>Veteran's Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination.</p>
---------------------------------	--

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Corrections and Rehabilitations' Office of Selection Services at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department, and online at www.spb.ca.gov/jobs/stateapp.htm.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov